

Event Name:**Event Date:****Venue / Location:**

Guest Count:

Contact Person:**Phone / Email:**

Item / Description	Budgeted Cost	Actual Cost	Notes
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Subtotal: Food & Beverage

Staffing Role / Service	Budgeted Cost	Actual Cost	Notes
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Staffing Role / Service	Budgeted Cost	Actual Cost	Notes
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Subtotal: Staffing & Labor

3. Rentals & Equipment

Rental Item / Equipment	Budgeted Cost	Actual Cost	Notes
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Subtotal: Rentals & Equipment

4. Venue, Decor & Miscellaneous

Expense Description	Budgeted Cost	Actual Cost	Notes
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Subtotal: Venue, Decor & Misc.

Special Instructions / Notes

Prepared By (Signature & Date)

Approved By (Signature & Date)

